



Need To Improve Internal Controls Related to Travel Advances

The Office of Inspector General (OIG), Office of Audits, Financial Management Division performed work to identify internal control deficiencies related to the travel advance process. OIG found that the Travel Manager (TM) application did not adequately restrict user's access and that the Department did not have an appropriate process in place to authorize TM access or maintain a list of employees with high levels of access. In addition, OIG identified concerns with controls over ensuring that cash and traveler's checks were provided only to authorized individuals within the allowed timeframes. OIG also found that a monthly report of travel advances was not forwarded to bureaus for review. In addition, the bureau at which OIG performed work did not have a process in place to properly oversee travel advances.

RM is conducting a review of outstanding travel advances in preparation for migrating data to the new financial management system. However, OIG recommends that RM expand this effort to implement the recommendations that OIG is making in this report.

The fieldwork for OIG Report AUD/FM-06-39 was conducted by the Office of Audits from July to August 2006 in Washington, DC. This is an unclassified summary of a full report, which may receive limited official distribution.

Office of Inspector General

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